

APPLY IN PERSON:

Employment Information Center (M-W-F ONLY)
Civic Center Plaza - 1200 3rd Avenue, Suite 101-A,
San Diego, CA 92101

INTERNET: www.sandiego.gov/empopp

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department

1200 3rd Avenue, Suite 300, San Diego, CA 92101-4107

24 Hour JOBLINE: (619) 682-1011

**CITY OF SAN DIEGO
EMPLOYMENT OPPORTUNITY**

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#T2287 POLICE RECRUIT

MONTHLY SALARY: \$3572 during the Police Academy

APPLICATION FILING PERIOD: FIRST DATE: March 1, 2002

LAST DATE: Open

Please apply promptly. The application filing period may close with five days notice.

NOTE: If you previously took a City of San Diego Police Recruit exam, read the Re-examination Eligibility section on Page 2.

***THIS JOB** is the City's entry-level law enforcement position. After completing the Police Academy, Police Recruits are promoted to Police Officer I, \$4400 a month maximum, and assigned to the Patrol Division. After one year, Police Officers I receive a \$900 annual uniform allowance. Bilingual pay (3.5% of base pay,) is provided to qualified officers, if skills are required. Police Officers may work a 4 day/10 hour, rotating shift work schedule, depending on assignment.

MINIMUM REQUIREMENTS:

GENERAL: United States citizenship or permanent resident alien who is eligible and has applied for U.S. citizenship prior to application for employment.

MINIMUM AGE: 20 years and 6 months on the date you apply and take the Written Test; 21 years by date of Academy graduation.

EDUCATION: Graduation from a high school located within the U.S. or a U.S. territory **OR** passage of the California High School Proficiency Examination or G.E.D. with scores that meet the California standard established by the American Council on Education **OR** possession of a two or four year degree from an accredited college or university. (Accreditation must be from an institutional accrediting body recognized by the Council on Postsecondary Accreditation.) **Candidates screened by the Police Department must present proof of education when they submit their Personal History Statement.**

LICENSE: A valid California Class C Driver's License, which permits you to drive an automobile, will be required at the time of hire.

TYPING CERTIFICATE: Since Police Officers routinely use laptop computers, an ORIGINAL typing certificate indicating the ability to type at a corrected speed of 30 words per minute on a typewriter or computer keyboard must be submitted during the Police Department's Background Investigation Process. The certificate must be issued under International Typing Contest Rules and specify the net and gross speed, the number of errors and that the test was five minutes or longer. Certificates specifying more than five errors will not be accepted. **Individuals who are serving or have served in City of San Diego job classifications which meet or exceed the minimum typing requirements need not submit a typing certificate. Internet typing tests will not be accepted.**

Typing tests are given at, but you are not limited to, the following locations: (Call individual centers for further information.)

Centre City / Skills Center:	(619) 388-4600	Mid-City Center:	(619) 388-4500
Cesar Chavez Center:	(619) 230-2895	North City Center:	(619) 388-1800
Educational Cultural Complex:	(619) 388-4956	The West City Center:	(619) 221-6973
Palomar College:	(760) 744-1150 ext. 2497 (San Marcos Campus) or ext. 8193 (Escondido Campus)		

HOW TO APPLY: If you meet the minimum requirements, there are three ways to apply for Police Recruit which are listed below.

- (1) **If you have not taken the Police Recruit Written Test or it has been at LEAST six full months since you last took and failed the Written Test,** you will be provided with an employment application to complete when you take the Written Test on any one of the attached dates. The test is given on a "first come-first served" basis (i.e., persons will be denied admittance once all available seats are occupied).
- (2) **TEST WAIVER: If you have graduated from a California P.O.S.T. approved Police Academy with a Basic Peace Officer's Certificate or possess a Basic P.O.S.T. Certificate,** you should obtain a Police Recruit Written Test Waiver Application from the City of San Diego Employment Information Center. Attach a copy of your Certificate to your completed application.
- (3) **TEST WAIVER: If you have previously passed the current Written Test #T2287 AND have expired from the Police Recruit Eligible List,** you should obtain a Police Recruit Written Test Waiver Application from the City of San Diego Employment Information Center. Attach a copy of your Police Recruit Notice of Qualification/Test Results to your completed application.

#T2287 POLICE RECRUIT

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SCREENING PROCESS: The screening process will initially consist of a Written Test and Physical Ability Test as described below. These tests are typically given over a two day period (Written Test on Friday and Physical Ability Test on Saturday) and applicants are expected to complete both days of testing. Therefore, when selecting a test date, make sure to allow for testing on both days as you cannot continue in the process until you successfully complete both tests.

WRITTEN TEST: The Written Test consists of multiple-choice questions that measure general aptitudes needed to be a Police Officer. No prior law enforcement knowledge is necessary to pass the test which may include the following factors:

SECTION I will measure the ability to...

- Correctly recall specific details of information/situations observed visually.
- Identify and comprehend critical elements of a situation and choose courses of action based on general policies and guidelines.
- Locate destinations and follow/determine appropriate routes using a map and/or map index.
- Correctly follow a series of written directions (north, south, east, west) or movements (left, right) within a general area.

SECTION II will measure the ability to...

- Read, comprehend, and interpret factual or technical materials in a variety of written formats.
- Correctly apply fundamentals of English grammar, spelling, punctuation, sentence structure, written expression, vocabulary, etc.

SCORING: Candidates must first pass Section II AND then Sections I and II combined to be placed on the eligible list. **THIS IS A QUALIFYING ONLY (PASS / FAIL) TEST.**

REEXAMINATION ELIGIBILITY: If you fail the Police Recruit Written Test, you may retest six months after the date that you last took the Written Test, provided the examination is open.

PHYSICAL ABILITY TEST: Persons being evaluated by the Police Department for employment will be scheduled for the Physical Ability Test which is a 500-yard course that simulates a suspect chase and measures a variety of physical abilities necessary in police work. The test requires candidates to: dodge low hanging objects; climb ladders and stairs; run around pylons; jump, step and/or climb over 3, 4, and 6-foot fences; and partially lift and drag a 155 pound "simulated victim". Test information will be given to candidates prior to their scheduled test date. **THIS IS A QUALIFYING ONLY (PASS / FAIL) TEST.**

PERSONAL HISTORY STATEMENT: Successful candidates must submit a Personal History Statement to the Police Department. Information regarding this step of the process will be provided to candidates at a later date.

NOTE: Individuals who are placed on the eligible list and are being evaluated by the Police Department for employment, must successfully pass the following prior to hire:

MEDICAL EXAMINATION: Candidates must pass a comprehensive medical examination that meets City of San Diego and/or P.O.S.T. guidelines before being hired. Vision requirements vary depending upon the corrective measures employed. (See the attached for details on vision and hearing requirements.)

ELIGIBLE LIST: All candidates who meet the minimum requirements and either pass the Written Test or are approved to waive the Written Test, will be placed on a **one category** eligible list which will be in effect for **two years**. Written notice of your eligibility expiration date will be mailed to you.

PRE-EMPLOYMENT REQUIREMENTS: Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which **may** include, but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; background investigation; polygraph examination; psychological evaluation, Department of Motor Vehicles record check, and a fingerprint check. The fingerprints will be submitted to the California Department of Justice and the Federal Bureau of Investigation for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

Vision Requirements for Police Recruit Candidates

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Vision requirements vary depending upon the corrective measures utilized.

1. If you wear eyeglasses or hard+ (non-orthokeratology) contact lenses, your uncorrected vision may be no worse than 20/70 both eyes together. Uncorrected vision worse than 20/20, but not worse than 20/70, must be corrected to 20/20 both eyes together. NOTE: + "Hard" contact lenses also include semi-soft, semi-rigid, semi-permeable, gas permeable, and similar lenses.
2. If you wear soft contact lenses and your vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement.

To qualify under this provision, you will be asked to present satisfactory medical evidence from your private optometrist or ophthalmologist documenting that you have been a successful wearer of soft contact lenses for one year prior to the medical examination given by the City of San Diego. Such documentation must also indicate if you have any medical contraindications to wearing soft contact lenses. We will request this information from you following the medical examination given by the City.

You will also be required, as a condition of your employment, to sign a pre-employment agreement obligating you to wear soft contact lenses at all times while on duty, except when otherwise authorized by the San Diego Police Department. Your use of soft contact lenses will be subject to verification by the City of San Diego and to such medical eye examinations as necessary in the judgement of the City.

3. If you have undergone orthokeratology and wear orthokeratology lenses and your vision is corrected to 20/20 both eyes together, there is no minimum uncorrected visual acuity requirement. NOTE: Candidates who wear orthokeratology lenses are encouraged to change to soft contact lenses.

To qualify under this provision, you will be asked to present satisfactory medical evidence from your private optometrist or ophthalmologist documenting that you have been a successful wearer of orthokeratology lenses for one year prior to the medical examination given by the City of San Diego. Such documentation must also indicate if you have any medical contraindications to wearing orthokeratology lenses. We will request this information from you following the medical examination given by the City.

You will also be required, as a condition of your employment, to sign a pre-employment agreement obligating you to wear orthokeratology lenses at all times while on duty, except when otherwise authorized by the San Diego Police Department. Your use of orthokeratology lenses will be subject to verification by the City of San Diego and to such medical eye examinations as necessary in the judgement of the City.

4. (a) If you have undergone any type of refractive vision surgery (or "touch up" surgery) such as Laser-Assisted In Situ Keratomileusis (LASIK), radial keratotomy (RK) or photorefractive keratectomy (PRK) a year or longer prior to being medically considered for a Police Recruit or Police Officer position, you must be substantially free of vision problems including, but not limited to: impaired vision at night or under dim lighting conditions; sensitivity to glare; starbursts experienced around light sources such as street lights or headlights; hazing or blurring of vision; eye irritation and pain; progressive regression of visual acuity; and/or daily changes in visual acuity. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 1, 2, or 3 above.

To qualify under this provision, you will be asked to submit the results of a recent eye examination from your private ophthalmologist documenting the status of your vision. We will request this information from you following the medical examination given by the City.

(b) If you have undergone any type of refractive vision surgery (or "touch up" surgery) within less than a year of being medically considered for a Police Recruit or Police Officer position, you may be hired on a "conditional" basis.

Vision Requirements for Police Recruit Candidates

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To qualify under this provision, you must successfully complete a City provided vision examination prior to hire and at periodic intervals thereafter, until one year has elapsed from the date of your last vision surgery or "touch up" surgery. You must be substantially free of the vision problems outlined in paragraph 4(a) above. Your vision must be 20/20 both eyes together. If it is not, it must be corrected to 20/20 both eyes together in accordance with the requirements in No. 1, 2, or 3 above.

5. **In all cases**, you need to have binocular vision (vision in both eyes), normal visual fields, normal binocular fusion, and freedom from other visual conditions that would interfere with your ability to perform the full range of duties of a Police Recruit or Police Officer with the San Diego Police Department.
6. **In all cases**, you need an acceptable level of color vision. This is determined at the time of the medical examination given by the City using standardized color vision tests.

NOTE: The contents of this announcement are for the general information of candidates. They do not constitute an expressed or implied contract. Final determination of a candidate's medical suitability for employment is determined at the time of the medical examination.

Hearing Requirements for Police Recruit Candidates

The City of San Diego uses the California Peace Officer Standards and Training Commission's guidelines on hearing requirements for Police Recruit applicants. These guidelines require pure tone threshold testing for each ear separately at 500, 1000, 2000, 3000, 4000, and 6000 Hz. For acoustical reasons, audiograms must be done without hearing aids in place.

An additional examination by a medical specialist will be required if the screening audiogram is considered "abnormal" or there is a history of ear-related symptoms. In general, an audiogram is considered to be abnormal if thresholds exceed 25 dB. In these cases, the examining physician must determine 1) whether the hearing loss is functionally relevant to the safe performance of patrol duties, and 2) whether the candidate needs to be evaluated by a hearing specialist to assess treatment options and/or prognosis.

Candidates with hearing aids: Candidates who wish to be tested with their hearing aids will be administered a test to assess speech comprehension ability in noise and quiet. Both tests will be administered by sound field methods rather than headphones. An aided audiogram will be reviewed to evaluate sound detection ability.

Prior to testing, the candidate must attest that he/she has worn the aids regularly for at least one month. In addition, all records from the audiologist who dispensed the hearing aids must be provided, including documentation of the fitting program and other hearing aid settings, which are used on a regular basis by the individual.

As a condition of employment, candidates who wear hearing aids will be required to sign a pre-employment agreement obligating them to wear their hearing aids when assigned to field duty or other hearing critical tasks.

NOTE: Any evaluation by a hearing specialist, including additional audiogram testing, will be at the applicant's expense.